

MAY 2, 2006
SCHOOL ELECTION CALENDAR

December 19, 2005 through March 23, 2006	Trustee candidates file for election. Nomination petitions must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE. (13-10-201(6), 20-3-305 AND 20-3-344, MCA) [no earlier than 135 days, or no later than 40 days before election]
End of January	Contact the Montana Commissioner of Political Practices (MCPP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCPP. 13-37-206, MCA
February 16	Mail an address confirmation form to voters who previously requested an absentee ballot for all elections. Contact your county election administrator for the permanent absentee ballot list. If the form is not completed and returned, remove the elector from the list. (13-13-212, MCA) [At least 75 days before election]
February 16	First day elector can request an absentee ballot. Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Clerks: remember to enclose three things with the absentee ballots: <ul style="list-style-type: none">• a form allowing the voter to request absentee ballots for subsequent elections• a secrecy envelope• a self-addressed envelope for the return of the ballots. Sample forms are available in the School Election Manual. (13-13-211 & 13-13-214, MCA) [75 days before election]
March 23	Trustees call for an election. At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. Sample resolutions are available in the School Election Handbook. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution may appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA
March 28	Last day to file resolutions for school election with county election administrator. (20-20-201(2)MCA) [no later than 35 days before election]
April 3	Voter registration closes. A voter must register by this deadline to vote in the school election. Election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]
April 2 through April 12	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may <i>supplement</i> the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]

MAY 2, 2006

SCHOOL ELECTION CALENDAR

April 6 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file declaration of intent. (13-10-211(3), MCA) [not less than 26 days before the election]
April 6 (after 5 p.m.)	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing for a position and filing a declaration of intent to be a write-in candidate is equal to the number of positions to be elected, the trustees cancel the trustee election. They must then give notice that an election will not be held. Sample forms are available in the School Election Handbook.
By April 7	<p>Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include:</p> <ul style="list-style-type: none"> • Specific purpose for additional funds • Specific amount to be raised • Approximate number of mills • Durational limit, if any, on the levy <p>[not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA</p>
April 12	Absentee ballots available. The election administrator prepares ballots for absentee voters. (20-20-401, MCA) [at least 20 days prior to election]
April 21	Last day to notify election judges of appointment (20-20-203, MCA) [not less than 10 days before election]
May 1 (by 5 p.m.)	Absolute last day for write in candidates to file a declaration of intent (13-10-211, MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election <u>only</u> if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.
May 2	Notify election judges of the names of write-in candidates
February 16 until noon May 1	Deadline for absentee requests. Absentee ballots may be requested 75 days before the election but no later than noon the day before the election. If the voter has a health emergency between 5 p.m. the Friday before the election (April 28) and noon on the election day (May 2), an emergency request for an absentee ballot may be made by noon on May 2. (13-13-211, MCA)
May 1	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)
May 2	ELECTION DAY. (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)
Following receipt of the certified tally sheets from all polls:	Trustees canvass votes, issue certificates of election and publish results. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]
By May 17 (Next regular or special board meeting following the election)	

MAY 2, 2006
SCHOOL ELECTION CALENDAR

Within 15 days after receipt of certificates of election.

Candidate completes and files oath of office with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)

May 20

Deadline for trustees to hold organizational meeting (20-3-321, MCA) [not later than third Saturday of May.]

June 1

Deadline for trustees to request county election administrator to conduct school election for next year. (20-20-417, MCA)

Additional References:

1-1-307. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

20-3-205. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307

1-6-101. Every court, judge, clerk of any court, justice, notary public, and officer or person authorized to take testimony in any action or proceeding or to decide upon evidence has power to administer oaths or affirmations.

MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)

Distributed by:



Linda McCulloch, Superintendent

Montana Office of Public Instruction
PO Box 202501

Helena, Montana 59620-2501

(406) 444-3095

1-888-231-9393

Fax: (406) 444-2893

www.opi.mt.gov